

## THE TULALIP TRIBES

### Dental Clinic Job Description

**JOB TITLE:** Sterilization Overflow Assistant

**JOB NUMBER:** TTT-149-08

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

**The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.**

**EDUCATION:** (attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED (attach copy)

**SKILLS:**

- ☐ Must have excellent communication skills, both verbal and written
- ☐ Must be able to multi-task
- ☐ Must be organized
- ☐ Must be able to read and follow instructions for maintenance of small equipment

**EXPERIENCE:**

- ☐ Six (6) months experience in a similar job or certificate of graduation from a dental assisting program

**OTHER REQUIREMENTS:**

- ☐ Current CPR card *preferred* (attach copy)
- ☐ Certificate of training in Blood borne Pathogens *preferred* (attach copy)
- ☐ Training in OSHA standards as they relate to dentistry *preferred* (attach copy)
- \*Will need to receive the above trainings within three (3) months of hire*
- ☐ Must be willing to learn from on the job training
- ☐ Will be expected to take direction from all dental staff team workers.
- ☐ Must be able to work in a culturally diverse environment
- ☐ Must adhere to strict confidentiality of information seen or heard
- ☐ Must have the tolerance and patience to deal with upset, angry, and/or frustrated people
- ☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as needed or requested.
- ☐ Must have a successful employment history with The Tulalip Tribes and/or other employment entities

**Physical Characteristics and/or Prerequisites:**

- ☐ Stamina to sit, stand and/or walk for prolonged periods of time
- ☐ Mobility to bend, stoop, and/or climb stairs on a frequent basis
- ☐ Must be able to move fast

**Tribal Department:** Dental Clinic

**Employee Classification:** Non-exempt

**Job Summary:** Support the dental team by performing a range of sterilization, disinfection, maintenance, mixing and handling of chemicals for disinfection and x-ray developing, and clerical duties as needed. Must be willing to learn more about dentistry and add these newly learned skills to your job duties

**Employee Reports To:** Lead dental assistant, dentist on staff and Dental Clinic Manager or designee

**Extent of Job Authority:** Under the direction of the doctor and lead assistant, will be expected to perform independently as well as within the assigned team, operator care and disinfection, sterilization and preparation of dental instruments and small equipment, maintenance and care of dental equipment, keep log of equipment maintenance completed, and any other duties deemed necessary by your lead assistant or doctor in charge.

**Specific Duties Performed:**

1. Turn around operatories; clear, clean, dis-infect, and prep used dental ops for the next patient.
2. Sterilization; scrub, wrap, and sterilization of all used dental instruments, trays, hand-pieces and various reusable items in the clinic.
3. Disinfection; of various items used, counters, chairs, carts, drawers inside and out, supply tubs and storage areas, dental lab, and

- clinic floors as needed.
4. Equipment Maintenance; learn how to maintain the: sterilizers, hand-pieces, vacuum system, ultrasonic, cold sterile dishes, model trimmer, and any other additional equipment acquired that requires care and maintenance.
  5. Keep track of maintenance: using the Maintenance Log Book, initial and dates logged when maintenance completed on all equipment weekly and monthly.
  6. "Job Schedules" for Daily, Weekly, Down Time and End of Day: use these check sheets to help prioritize duties to be accomplished.
  7. Supplies; keep track of the supplies needed for your job and inform lead dental assistant when your supplies are low and need to be ordered.
  8. Lab; help keep lab area picked up, clean and clear of clutter that will hinder the accessibility of the work space.
  9. Chemicals; will be mixing the chemicals used for the ultrasonic cleaner-daily, the spray bottles to dis-infect the rooms and hard surfaces-weekly, the cold sterile dishes to soak plastics in-weekly.
  10. Overflow; will be asked to gather various items and information for the clinical dental staff during operations and may be asked to run errands inside and outside the clinic setting as needed by supervisor or clinical staff.
  11. Keep patient information confidential and follow HIPAA
  12. Performs other related duties as deemed necessary by supervisor or provider overseeing the patients.

**Term of Employment:** This is a regular full-time position requiring 40 hours per week or 2080 hours per year.

**Pav Range:** \$13.35 - \$15.44 per hour

**Opening Date:** December 8, 2008

**Closing Date:** December 19, 2008 at 4:00pm

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. Main telephone number (360) 716-4747 or toll free 1 (800) 869-8287.**